

Department of Social and Health Services
Olympia, Washington

ELIGIBILITY A-Z MANUAL REVISION

Revision #	210
Category / Section	APPLICATIONS Section A. - Filing an Application Section C. - Information Needed to Determine Eligibility Section D. - Time Limits for Processing Applications Section E. - Completing the Application Process
Issued	July 1, 2002
Revision Author	Vicky T. Robinson
Division	Division of Employment and Assistance Programs
Mail Stop	45470
Phone	(360) 413-3031
Email	robinvt@dshs.wa.gov

Summary

Applications: A. Filing an Application

WAC 388-406-0005 Can I apply for cash, medical, or food assistance?	Rewrote text for clarity.
WAC 388-406-0010 How do I apply for benefits?	Adds alternative methods of filing an application. Also adds policy on electronic signatures. Rewrote text for clarity.
Clarifying Information	Defined the term "local office." Clarified name, address, and signature requirements. Added chart to clarify date application is received if received through an alternative method (e.g. fax, online, etc).
Worker Responsibilities	Clarifies what to do when an application is received at the wrong office.
WAC 388-406-0012 What is the date of my application and how does it affect my benefits?	New WAC to clarify what the date of application is.
Worker Responsibilities	Adds when to date stamp an application.

Applications: C. Information Needed to Determine Eligibility

WAC 388-406-0025	Repealed.
WAC 388-406-0030 Do I need to submit other information after I apply for benefits?	Adds that if a client requests more time to give us information, we give them at least ten additional calendar days to give us the information.
Worker Responsibilities	Rewrote text for clarity.

Applications: D. Time Limits for Processing Applications

WAC 388-406-0035 How long does the department have to process my application?	Rewrote text for clarity.
WAC 388-406-0040 What happens if the processing of my application is delayed?	Rewrote text for clarity. Adds into WAC what we do if a food assistance application is not processed by the 60 th day.
WAC 388-406-0045 Is there a good reason my application for cash or medical assistance has not been processed?	Rewrote text for clarity.

Applications: E. Completing the Application Process

WAC 388-406-0050 How do I know when my application is processed?	Rewrote text for clarity.
WAC 388-406-0055 When do my benefits start?	Rewrote text for clarity.
Worker Responsibilities	Adds when to start benefits for clients who were once in an institution. Also adds when to open food assistance if an application is delayed.
WAC 388-406-0060 What happens when my application is denied?	Rewrote text for clarity.
WAC 388-406-0065 Can I still get benefits even after my application is denied?	Rewrote text for clarity.

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A. Filing an Application

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C. Information Needed to Determine Eligibility

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D. Time Limits for Processing

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E. Completing the Application Process

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